



BOARD

OF

GOVERNORS

June 19, 2018

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

June 19, 2018

Falcon Center Board Room
1201 Locust Avenue, Fairmont, WV 26554

1:00 PM **NCWV Advanced Technology Center Advisory Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Warren “Chip” VanAlsburg – Chair
Thomas Barlow – Vice Chair
Sharon Shaffer – Recording Secretary
Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver - Members

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2:00 PM **Full Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Warren “Chip” VanAlsburg – Chairman
Sharon Shaffer – Vice Chairwoman
Rick Pruitte – Secretary
Thomas Barlow, Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver - Members

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Recent BOG Committee Meetings:

- ✓ BOG Ad Hoc Nominating Committee Meeting held on June 7, 2018
 - ✓ BOG Enrollment Management & Communications Committee Meeting held on June 13, 2018
 - ✓ BOG Academic and Student Affairs Committee Meeting held on June 14, 2018
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AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 19, 2018

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Chip VanAlsburg*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for May 15, 2018 **Tab 1 – Action Item**

II. Recognitions – Informational

III. President’s Report – Informational (*Dr. Johnny M. Moore*)

IV. Chairman’s Report – Informational (*Chip VanAlsburg*)

V. Operation Reports **Tab 2 – Informational**

1. Academic Affairs (*Michael Waide*)
(Documentation to be provided at the BOG meeting)
2. Classified Staff Council (*Amanda Hawkinberry*)
3. Pierpont Foundation (*Steve Leach*)

VI. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*) **Tab 3 – Informational**
 - a. April 30, 2018 Financial Report
2. Resolution for Approval of Institutional Reorganization **Tab 4 – Action Item**
Restructuring and Renaming of Academic Schools
(Documentation to be provided at the BOG meeting)

VII. Committee Reports

1. Audit/Finance and Administration Committee Report (*Rick Pruitte, Chair*)
2. Ad Hoc Nominating Committee for BOG Executive Officers **Tab 5 – Action Item**
 - a. Nomination and Election of AY 2018-2019
Board of Governors Executive Officers (*Rick Pruitte*)

3. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
4. Enrollment Management/Communications Committee Report (*Memori Dobbs, Chair*)
5. Ad Hoc New Organizational Structure (NOS) Task Force Report (*Dr. Johnny M. Moore*)

VIII. New Business

- 📌 The next regularly scheduled Advanced Technology Center Advisory Board Meeting will be held at 1:00 PM on September 18, 2018.
- 📌 The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on September 18, 2018.
- 📌 New appointments of the Pierpont Board of Governors Committees' chairs, members, and staff liaisons will be announced, by the Chairman of the Board, at the first BOG meeting of AY 2018-2019, scheduled for September 18, 2018.

IX. Old Business

X. Public Comment

XI. Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

XII. Adjournment

Pierpont Mission Statement

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 15, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 15, 2018, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present:

Thomas Barlow, Brian Bozarth, Randy Travis Crigger, Memori Dobbs, Holly Kauffman, Linda King (phone), Rick Pruitte, Sharon Shaffer, Natalie Stone (phone), and Eugene Weaver.

Board Members Absent:

Larry Puccio, Jr.

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Rob Linger, Nancy Parks, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Reporters from the Exponent Telegram and Times West Virginian newspapers and Pierpont's faculty and staff.

I. Call to Order – Open Session

1. Opening Comments

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:04 PM.

Mr. VanAlsburg shared highlights from the Pierpont Community & Technical College graduation ceremony and thanked all faculty and staff for their work over the past academic year.

2. Call for Public Comment

Mr. VanAlsburg announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the March 27, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held March 27, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. FirstEnergy Foundation check presentation to the Power Systems Institute (PSI) Program

President Moore acknowledged and thanked FirstEnergy Foundation for presenting a check of \$100,000 (prior to the start of the Board meeting) to the Pierpont Community & Technical College Foundation in support of the Power Systems Institute Program. This check was the second and final installment of a \$240,000 donation that provides resources for scholarships and equipment upgrades, enabling students to immediately enter their careers in the energy field upon graduation, with little to no debt.

2. Employee Recognition Awards

The Board was provided a copy of the Employee Recognition Awards program in the May Board material. President Moore shared his appreciation of all faculty and staff over this past year, and highlighted the ceremony and accolades earned by the employees, and the institution, at the state and national level. Dr. Moore also announced that this was an inaugural year for the naming of the Pierpont All Star Team, recognizing five outstanding front line employees: Lauren Huffman, Sierra Spitzer, Annette, Shaw, Jillian Sole, and Raven Thomas.

III. President's Report

President Moore shared that the commencement ceremony held on May 11th was one of the best that he had attended and the turnout of students, friends, family, and employees was excellent.

Dr. Moore again thanked FirstEnergy for their strong support and partnership that helps prepare students for high wage careers right here in West Virginia. He went on to share that Pierpont routinely has 100% job placement in a number of programs, adding a \$33 million favorable economic impact to Pierpont's service region.

IV. Chairman's Report

The Chairman's comments were provided in opening statement.

V. Operation Reports - Informational

Operation Reports were provided, in detail and in advance, within the May 15, 2018 Board of Governors Book and staff members were on hand to answer any questions. Those reports were:

1. *Academic Affairs*
2. *Classified Staff Council*
3. *Center for Workforce Education*
4. *Pierpont Foundation*
5. *Faculty Senate* - the Faculty Senate Report will be presented in compliance with WV Code 6-9-A-4(b)2A in Executive Session

VI. Committee of the Whole

1. *Financial Report – Informational*

Mr. Dale Bradley summarized the financial reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of March 31, 2018. Complete details were provided in the May 15, 2018 Board of Governors Book.

2. *Resolution for Approval of the Board of Governors Meeting Schedule for the 2018-2019 Academic Year – Action Item*

Mr. Dale Bradley presented for approval the proposed Board of Governor meeting schedule for academic year 2018-2019. Sharon Shaffer offered a motion to approve the Board of Governors meeting schedule for the 2018-2019 academic year. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried

3. *Resolution for the Acceptance and Approval of Five Year Program Reviews for Associates in Applied Sciences (AAS) Degrees and Associates of Arts (AA) Degrees – Action Item*

Mr. Michael Waide presented for approval the Five Year Program Reviews for AAS Degrees in the:

- Aviation Maintenance Program
- Board of Governors Program
- Drafting/Design Engineering Technology Program
- Graphics Technology Program
- Occupational Development Program
- Paralegal Studies Program
- Technical Studies Program

and the Five Year Program Review for the AA Degree in the:

- Liberal Studies Program

Discussion was held on the discrepancy regarding the cost per credit hour cited in the Five Year Program Review for the Aviation Maintenance Program in comparison with the Viability Report on Pierpont programs. A more standardized format for calculations was suggested.

Discussion was held on the 2014 data referenced in the Paralegal Studies Five Year Review. Interim Provost Waide shared that this review was previously up for review, but tabled as no external audit was completed. The data submitted was from the past review and a new review will be completed within two years, instead of five.

Discussion was held on the data gathered from clinical sites for the Technical Studies Program. Reports are gathered at the sites for all students, not Pierpont only students. A more simplified data gathering process will need to be developed.

Mr. Waide shared that the Curriculum Committee is looking into streamlining the Review process and will conduct a workshop this fall on “How to Streamline the Five Year Review”.

Sharon Shaffer offered a motion to approve the Five Year Program Reviews for Associates in Applied Sciences (AAS) Degrees and Associates of Arts (AA) Degree, as presented. No further discussion was held on the motion. All agreed. Motion carried.

VII. Committee Reports

1. Audit/Finance and Administration Committee Report

Rick Pruitte, Chair, requested Dale Bradley to bring forward action items.

- a. Resolution to Approve the Reallocation of the Musick Library Elevator Upgrade Funds – *Action Item*

Mr. Bradley presented a resolution to approve the reallocation of the \$125,000 in restricted funds, approved in FY 2017-18, to upgrade the Musick Library elevator, to now be used to complete the HVAC chiller replacement at the Caperton Center.

A motion was offered by Sharon Shaffer to approve the reallocation of funds designated for the Musick Library elevator upgrade to be use to complete the HVAC chiller replacement in the Caperton Center. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

- b. Resolution for Approval of the FY 2019 Capital Projects – *Action Item*

Mr. Bradley presented a resolution to approve \$1,520,000 in FY 2019 Capital Project budgets, consisting of \$1,200,000 from Education and General (E&G) Capital Funds and \$320,000 from Infrastructure Funds.

A discussion was held on how the infrastructure and the E&G priority list had been allocated and the needed attention to campus lighting. Mr. Bradley will discuss this priority with the management of the campus physical plant.

A motion was offered by Sharon Shaffer to approve \$1,520,000 in FY 2019 Capital Project budgets, consisting of \$1,200,000 from Education and General Capital Funds and \$320,000 from Infrastructure Funds. Holly Kauffman seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

c. Resolution for Approval of the FY 2019 Unrestricted Education and General (E&G) Budget – *Action Item*

Mr. Bradley presented a resolution to approve the FY 2019 Unrestricted Education and General (E&G) budget, as reviewed and forwarded by the Finance/Audit and Administration Committee. Complete details of the FY 2019 Unrestricted Education and General (E&G) budget were provided as a handout, and via email, prior to the presentation of the resolution.

An in-depth discussion was held on costs associated with the separation of the database, staffing, and services shared with Fairmont State University (FSU), as well as enrollment-based budgeting and the proposed employee pay raise. After consideration of tabling the budget, it was decided that a task force will be created to look at department staffing needs as Pierpont moves forward in the separation process. This task force will include applicable Pierpont staff and Board members.

Thomas Barlow offered a motion to approve the FY 2019 Unrestricted E&G budget, as presented, with the exception that a task force would be formed to review staffing level needs required to set up independent operations from FSU. Holly Kauffman seconded the motion. No further discussion was held. All agreed. Motion carried.

d. Resolution for Approval of the FY 2019 Employee Pay Raise – *Action Item*

Mr. Bradley presented a resolution to approve the FY 2019 Employee Pay Raise of 5% (up to a maximum of \$2,550) for eligible Pierpont employees effective July 7, 2018. The projected cost for this pay raise is \$234,034. Complete details of the employee pay raise and eligibility was provided in the May 15, 2018 Board Book.

Discussion was held on the importance of the employee pay raise and the effective pay date in relationship to payment in arrears.

Sharon Shaffer offered a motion to approve the 5% pay increase, up to a maximum of \$2,550 for FY 2019, for eligible Pierpont employees to be effective July 7, 2018 (the beginning of the first pay period in FY 2019). Thomas Barlow seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. *Academic and Student Affairs Committee Report - Informational*

Sharon Shaffer, Chair, shared that the Vet Tech Program received funding from the state to assist in obtaining necessary space requirements, as cited by the Vet Tech accrediting agency CoARC.

3. *Enrollment Management and Communications Committee Report - Informational*

Memori Dobbs, Chair, shared that the committee is focusing on enrollment programs for each school that will incorporate marketing to current and prospective students.

4. *Executive Committee Report – Informational*

The Executive Committee Report was deferred for Executive Session.

VIII. New Business

1. The quarterly meeting of the NCWV Advanced Technology Center Advisory Board will meet Tuesday, June 19, 2018 at 1:00 PM at the Pierpont Advanced Technology Center.
2. The regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, June 19, 2018 at 2:00 PM at the Pierpont Advanced Technology Center.
3. The Pierpont BOG Executive Committee will bring forward recommendations and nominations for the election of the Pierpont Board of Governors Executive Officers for AY 2018-2019 at the June 19, 2018 Board meeting. An ad hoc Nominating Committee will be appointed to submit recommendations to the Executive Committee, prior to the June 19, 2018 Board meeting.
4. New appointments of the Pierpont Board of Governors Committees' chairs, members, and staff liaisons will be announced by the Chairman of the Board at the first Board meeting of AY 2018-2019.

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

XI. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:27 PM, Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:17 PM, Chairman VanAlsbury motioned to exit Executive Session and return to Open Session.

3. Items Brought Forward from Executive Session

A motion was made by Sharon Shaffer to approve the President's new contract for academic years 2018-19, 2019-20, and 2020-21, with instruction to forward President Moore's contract to the Community and Technical College System Council for final approval at the June 5, 2018 CTCS Council meeting. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

XII. Adjournment

There being no further business, Chairman VanAlsbury offered a motion to adjourn the meeting at 4:17 PM. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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Tab

2

2. CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council
June 2018 BOG Report

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our April meeting.

Classified Staff Council Meeting

04/25/2018 1:00pm

303 ED

Present: Justin Mowrey | Leah Ellyson | Bill Shockley | Paige Buckhalter | Debbie Barker | Amanda Hawkinberry | Beverly Jones | Mary Jo Rutherford | Lisa Phillips | Dustin Winski | Cindy Curry

I. Call to Order

The meeting was called to order by Amanda Hawkinberry, Chair.

II. Approval of March Minutes

There was a slight change in the minutes regarding the amounts under the fundraiser section. Amanda called for a motion to approve the March minutes as written after said changes. Mary Jo Rutherford made a motion to approve the minutes from the March meeting. Justin Mowrey seconded the motion. There was no discussion on the motion. The motion passed.

III. HR Updates from Cindy Curry

Cindy Curry announced Steve Leach will take over as the Pierpont HR director. FSU brought forward 3 new policies. President Martin & VP Bradley want to hold off forwarding these policies at Pierpont for the time being. President Martin wants to bring up salaries to the CUPA minimum standard.

IV. Old Business

a. Afternoon Tea

i. Mary Jo and Beverly Jones announced VP Bradley would be coming to welcome staff. There are 9 RSVP's so far, and the event will be set up for 15.

b. Scholarship

i. The Fundraiser funds have not been collected yet. Amanda reminded us that we approved 2 part-time and 2 full-time scholarships in the last meeting, but we have to wait until the funds are updated to approve these. Mary Jo suggested we wait to decide about the scholarships until our next meeting. Justin Mowrey made a motion to approve this action. Dustin Winski seconded this motion. The motion passed.

ii. Amanda stated that the scholarship applications need a place where students can fill out which college they will be attending.

V. New Business

- a. BOG Report – Memori Dobbs was not in attendance.
- b. ACCE Report – Anita Davis was not in attendance due to a scheduling conflict with Early College Academy.

c. Other Committee Reports

i. Staff Development

There will be a Student Success Summit in late July at the Waterfront in Morgantown. Amanda will send out the link with further information. She suggested carpooling or getting funds reimbursed for parking. No other expenses exist for the meeting.

Amanda mentioned when HLC came in there was an issue in the College with diversity. CDE offers courses to Pierpont. They are offered at a cost of \$25 apiece. In September, there will be a diversity course, which may be beneficial for those interested.

Amanda reported that Interim Provost Waide would like a staff/faculty award to be given starting next year.

d. Discussion – Vote of No Confidence for CIO

- i. Dustin, Justin and Paige Buckhalter responded to the forwarded email on behalf of IT. There was much discussion. They also announced a monthly IT newsletter will be released for the benefit of all faculty and staff.

VI. Other issues/concerns

Amanda stated there was little interest in the bus trip. We will revisit this option at another time.

VI. Adjournment

Justin made a motion to adjourn the meeting. Bill Shockley seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Leah Ellyson

Secretary

3. PIERPONT FOUNDATION REPORT

PIERPONT ENDOWMENTS - CHANGES THRU MAY 2018

FUND	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 4/30/2018
Higinbotham/Quintrell (074)	\$ 12,639.85	\$ 763.92	\$ -	\$ (300.00)	\$ -	13,103.77
Honce (140)	70,882.61	4,294.86	-	(1,300.00)	-	73,877.47
Hermits Hollow (155)	40,649.85	2,465.33	-	(650.00)	-	42,465.18
Ruth Marie Skaggs (163)	14,234.70	859.94	1,500.00	(200.00)	-	16,394.64
Rhodes Culinary Arts (220)	114,852.15	6,968.21	-	(2,300.00)	-	119,520.36
Rhodes Dietary Management (281)	106,025.68	6,406.93	-	(3,250.00)	-	109,182.61
Christie (318) (St. Institutions Phase II)	45,783.57	1,289.70	-	(2,000.00)	-	45,073.27
Edwards (358)	16,061.31	732.32	500.00	(900.00)	-	16,393.63
Stonestreet (394)	45,600.06	2,672.71	6,650.00	(3,945.00)	(946.60)	50,031.17
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	-	-	-	-	10,541.32
Claypole (479) (not endowed)	2,329.10	-	500.00	(500.00)	-	2,329.10
Southwestern Energy Company Scholars Program (502)	266,195.80	16,144.11	-	(5,000.00)	-	277,339.91
	\$ 750,796.00	\$ 42,598.03	\$ 9,150.00	\$ (20,345.00)	\$ (946.60)	\$ 781,252.43

PIERPONT NON-ENDOWMENTS - CHANGES THRU MAY 2018

	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 4/30/2018
Life Long Learners (028)	\$ 14,603.98	-	\$ 15,603.50	-	-	\$ 19,931.26
Pratt & Whitney Scholarship (137)	14,080.84	-	-	(945.00)	-	13,135.84
Culinary Arts (216)	14,076.52	-	200.00	-	(5,529.80)	8,746.72
Workforce Development Initiatives (262)**	5,000.00	-	-	-	-	5,000.00
Culinary Arts Study Abroad Program (301)	962.33	-	-	-	-	962.33
Silent Adventures (Hearing impaired) (382)	3,200.00	-	-	-	-	3,200.00
Respiratory Therapy Financial Assistance (400)	24.83	-	-	-	-	24.83
Pierpont C & TC Fund (401)	113,967.40	-	273,977.00	-	(33,516.83)	354,427.57
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	11,663.68	-	-	(2,000.00)	-	9,663.68
Pierpont Classified Staff (421)	325.27	-	215.00	-	-	540.27
Pierpont Classified Staff - Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,500.00	-	-	(500.00)	-	1,000.00
Spring Awards' Dinner (473)	-	-	-	-	-	-
Bombardier Scholarship Fund (475)	4,005.00	-	-	(1,495.00)	-	2,510.00
Nobel Energy Scholarship (476)	2,250.00	-	10,000.00	(2,250.00)	-	10,000.00
Lockheed Martin - Aviation Tech Degree (490)	2,500.00	-	2,000.00	(1,945.00)	-	2,555.00
Engine & Airframe Solutions Worldwide (496)	10.00	-	1,000.00	-	-	1,010.00
Pierpont RCB National Aerospace Education Center (497)	11,000.00	-	-	(1,000.00)	-	10,000.00
Shentel Foundation Scholarship (499)	3,000.00	-	-	(500.00)	-	2,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	98,563.55	-	27,504.00	(33,499.66)	-	92,567.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	-	-	2,196.00	-	(1,531.45)	664.55
Pierpont Benedum Academy Fund	-	-	151,000.00	-	(9,120.00)	141,880.00
Foundation Board Fund	-	-	3,150.00	-	-	3,150.00
Pierpont Administration Fund	-	-	8,000.00	-	-	8,000.00
	\$ 306,886.62	\$ -	\$ 494,845.50	\$ (44,134.66)	\$ (59,974.30)	\$ 697,623.16

Tab

3

**Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of April 30, 2018**

SUMMARY:

The projected effect on net assets for FY 2018 as of April 30, 2018 is a decrease of (\$21,441).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2018 of (\$21,441) represents a budget balance improvement of \$22,105 from the March 31, 2018 Finance Report. The “tuition and Fees” revenues budget was reduced by (\$217,009) in April to address enrollment declines for AY 17-18.

The overall operating expense budgets decreased by (\$238,379). This decrease in operating budget costs were primarily the result of adjustments to salary and fringe benefits. There was a decrease to the “Salaries” budget of (\$215,076) by reducing over budget conditions on various positions. This reduction in salaries resulted in a decrease to the “Benefits” budget of (\$25,322). There was a slight reduction to the “Student Financial Aid-Scholarships budget of (\$4,000). The “Supplies and Other Services” increased by \$2,672. The “Assessment for Support Services” increased by \$3,347 due to FSU position vacancies and associated PEIA updates.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 89% of projected tuition and fees revenue.
- The institution has realized approximately 84% of overall revenues
- The institution has incurred approximately 71% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,904.976.

RESTRICTED FUNDS:

A Statewide Perkins Leadership Grant of \$12,800 was recognized in April. There was no change to the Budget Balance of \$7,106.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses

Current Unrestricted

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,622,898	6,805,533	89.28%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	368,528	400,653	102,641	25.62%
	Total:	9,786,260	9,228,715	7,745,559	83.93%
OPERATING EXPENSE	Salaries	6,769,482	6,553,180	4,797,257	73.21%
	Benefits	1,461,475	1,533,806	1,063,879	69.36%
	Student financial aid-scholarships	237,752	233,752	188,981	80.85%
	Utilities	56,838	120,399	94,827	78.76%
	Supplies and Other Services	2,610,733	2,437,647	1,549,564	63.57%
	Equipment Expense	96,251	106,189	88,164	83.03%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	15,789,264	15,448,159	11,036,063	71.44%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,219,445)	(3,290,504)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	Gifts	126,000	126,000	1,049	0.83%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,064,010	6,259,010	6,221,112	99.39%
TRANSFERS & OTHER	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(25,631)	42.01%
BUDGET BALANCE		0	(21,441)	2,904,976	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(21,441)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,351,200</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,654 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,176,464	5,831,600	94.42%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	Total:	7,323,242	6,832,591	6,098,666	89.26%
OPERATING EXPENSE					
	Salaries	6,083,213	5,847,123	4,445,237	76.02%
	Benefits	1,346,231	1,423,505	992,858	69.75%
	Student financial aid-scholarships	226,752	226,752	183,981	81.14%
	Utilities	52,839	116,400	92,250	79.25%
	Supplies and Other Services	1,665,308	1,514,949	1,046,800	69.10%
	Equipment Expense	23,207	23,207	33,994	146.48%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	13,296,246	13,018,086	9,485,926	72.87%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,185,495)	(3,387,260)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,034,010	6,229,010	6,220,063	99.86%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(24,868)	40.76%
BUDGET BALANCE		0	(17,491)	2,807,935	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,968,594</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,446,435	973,934	67.33%
	Other Operating Revenues	320,528	352,653	101,271	28.72%
	Total:	1,804,982	1,799,088	1,075,205	59.76%
OPERATING EXPENSE					
	Salaries	686,269	706,057	352,021	49.86%
	Benefits	115,244	110,301	71,021	64.39%
	Student financial aid - scholarships	11,000	7,000	5,000	71.43%
	Utilities	3,999	3,999	2,578	64.45%
	Supplies and Other Services	945,425	922,698	502,765	54.49%
	Equipment Expense	73,044	82,982	54,170	65.28%
	Loan cancellations and write-offs	0	0	0	#DIV/0!
	Assessment for Student Activity Costs	0	0	0	#DIV/0!
	Total:	1,834,982	1,833,038	987,553	53.88%
OPERATING INCOME / (LOSS)		(30,000)	(33,950)	87,652	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	1,049	3.50%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,049	3.50%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(3,950)	87,937	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,369,226</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Total:	658,036	597,036	571,688	95.75%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Total:	658,036	597,036	562,584	94.23%
OPERATING INCOME / (LOSS)		0	0	9,104	0.00%
BUDGET BALANCE		0	0	9,104	0.00%
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
Current Restricted
For the period ending April 30, 2018

New Grant Funds	12,800
Pilot for WV Graduate (Rev & Exp Equal)	
Gifts	0
Other Grant/Restricted Fund Related Changes	0
Net Change	0

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending April 30, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	5,410,114	57.45
State/Local Grants and Contracts	2,995,907	3,275,870	1,365,939	41.70
Private Grants and Contracts	632,568	858,085	453,460	52.85
Total:	11,261,246	13,551,476	7,229,513	53.35
OPERATING EXPENSE				
Salaries	755,239	1,087,588	217,259	19.98
Benefits	61,540	97,461	43,322	44.45
Student financial aid-scholarships	14,475,756	14,538,106	9,949,970	68.44
Supplies and Other Services	190,550	319,454	113,703	35.59
Equipment Expense	325,210	490,586	111,484	22.72
Total:	15,808,295	16,533,194	10,435,738	63.12
OPERATING INCOME / (LOSS)	(4,547,049)	(2,981,718)	(3,206,225)	107.53
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,103,085	68.96
Gifts	1,059	1,059	0	0.00
Total:	4,501,059	4,501,059	3,103,085	68.94
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,573,241)	(60,523)	3.85
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	(1,512,235)	(45,085)	2.98
BUDGET BALANCE	(7,528)	7,106	(148,224)	(2085.76)
Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

Tab

4

**Pierpont Community & Technical College Board of Governors
Meeting of June 19, 2018**

ITEM: Reorganization and Restructure of the Pierpont Community & Technical College Academic Schools

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College Board of Governors approve the reorganization and restructuring of the academic schools, including the naming of the academic schools.

STAFF MEMBER: Michael Paul Waide

BACKGROUND: Pursuant to BOG Policy #1, titled *Change in the Organization of Schools, Departments or other Administrative Units*, the Office of Academic Affairs, having notified the Office of the President (so that notification to the Chair of the BOG could be made); and having discussed the restructuring/reorganization with the duly elected representative of the faculty; and having discussed the restructuring/reorganization with the duly elected representatives of the classified staff hereby recommends the approval of the reorganization and restructuring of the academic schools, including the naming of the academic schools, to the Pierpont Community & Technical College Board of Governors.

Further details of the new organizational structure for the academic schools will be provided at the June 19, 2018 Pierpont Community & Technical College Board of Governors meeting.

Tab

5

Pierpont Community & Technical College Board of Governors

Meeting of June 19, 2018

ITEM: Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2018-2019 Academic Year.

COMMITTEE: Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers present for approval the election and establishment of the Board of Governors Officers for the 2018-2019 Academic Year. Nominations for the Pierpont Board of Governors Chair, Vice Chair, and Secretary will be presented.

COMMITTEE MEMBERS: Holly Kauffman, Linda King, Rick Pruitte

BACKGROUND:

In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of it appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.